



## First Aid Policy

*This policy is inclusive of all pupils in the school including those in the Early Years Foundation Stage*

**Reviewed: January 2025**

**Reviewed by: S Nicholas**

### **RATIONALE**

First Aid is emergency care given to an injured person (in order to minimise injury and future disability) before professional medical care is available. It is a statutory requirement for an employer to provide adequate First Aid provision for all employees. At Moulsford, it is recognised that the provision should cover all staff, pupils and visitors.

This Policy also applies to EYFS.

The First Aid Policy is kept on the school intranet staff drive.

### **RESPONSIBILITIES**

The Headteacher has responsibility, delegated from the Board of Governors, for ensuring the health, safety and welfare of the pupils, staff and all personnel visiting the school; visitors, contractors, peripatetic staff etc. He does this through the provision of adequate resources and delegation to competent personnel. Specifically, in relation to First Aid:

- Make proper provision for occupational and pupil health where necessary.
- Investigate and keep a record of accidents, occupational ill health and hazardous incidents.
- Appoint first aid personnel and have first aid provision checked regularly.

Moulsford Prep School employs a team of Matrons to provide medical and first aid treatment.

### **AIMS**

- To provide First Aid treatment, when needed, for all users of the School (with particular reference to pupils and staff).
- To provide or seek emergency medical assistance, referring to 999 for ambulance and/or paramedic assistance without delay where necessary and appropriate.
- To treat a casualty, relatives and others involved with care, compassion and courtesy.
- To inform parents of any accident or injury sustained, and any first aid treatment given, on the same day, or as soon as is reasonably practicable.

### **GUIDELINES**

- To ensure that there is at least one qualified First Aider available to provide First Aid cover during the school day.
- To ensure that First Aid information is readily available and that all users of the school are aware of the way in which to call for help.

- To ensure that a First Aid kit for minor injuries is available for use in the School Kitchen and is regularly maintained.
- To ensure that an ambulance is called without delay for medical emergencies.

## **EMERGENCY PROCEDURES**

In the event of a medical emergency, where the emergency services are required, dial 999 immediately. All members of staff away from the School premises, and all sports staff taking Games, have access to a mobile phone.

The School ensures that there is always a qualified First Aider on site and on call during the school day and evening. This is usually the Matron or Boarding Matron, but other staff are also fully trained and can cover if necessary.

All users of the school will be able to contact the First Aider via the School Office or a member of staff.

Once informed of an incident, the First Aider will go to the casualty(ies) without delay and provide emergency care.

Emergency assistance will be sought if necessary, and at the same time the parent/carer (or other appropriate adult) will be informed.

The First Aider will inform the School Office if an ambulance is requested, who will in turn inform the Headteacher, Assistant Head Pastoral and Bursar. In addition they will notify the Groundsmen who may need to direct the Ambulance to the casualty.

Any pupil requiring further medical attention may be taken to a Minor Injuries Unit or Accident and Emergency Department that is most convenient to their parents. This may be at Abingdon, Henley, the Royal Berkshire Hospital, Reading or The John Radcliffe Hospital, Oxford.

If an appropriate adult cannot accompany a casualty to hospital, a member of staff will accompany him/her and wait with them until the parent/carer arrives.

In the event of a student feeling unwell during a lesson, the pupil should be sent to the Medical Room, accompanied by another pupil, to see the Matron (First Aider) on duty.

## **REPORTING AND RECORDING OF ACCIDENTS**

Matron is responsible for recording the following information on ISams under 'Medical Centre':

- details of any illnesses;
- medical treatment;
- accident reports;
- medical records;
- records of ongoing treatment; or
- measures to deal with a specific problem.

Matron is responsible for ensuring, where appropriate, that the School's Accident Book for staff, and separate Accident Reports for the pupils, are completed and referred to the Bursar as the person responsible for Health & Safety. This is held in the Medical Room. Each incident/illness is recorded electronically on ISams Medical Centre System. An additional Incident Report should be completed by the member of staff who either witnessed, or was the first responder to the incident, which is stored on the Staff Drive.

## **REPORTING OF ACCIDENTS AND ILL HEALTH (RIDDOR)**

Notification to the enforcing authority at the Health and Safety Executive Incident Contact Centre is the responsibility of the Bursar, and should be made within 10 days of the incident. A RIDDOR report is required only when: • the accident is work-related • it results in an injury of a type which is reportable. (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013).

### **Types of Reportable Injury**

The death of any person. All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified injuries to workers. The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours
- any diagnosed cases of reportable occupational diseases
- certain dangerous occurrences (incidents with the potential to cause harm)

## **INFECTION CONTROL AND HYGIENE**

All appropriate precautions will be taken by the Support Staff when cleaning up after an incident involving blood, vomit and other bodily fluids. When appropriate, blood, vomit and other bodily fluids will be flushed away otherwise they will be bagged up and disposed of in the yellow clinical waste bins in the Medical Rooms.

### **Hygiene and Washing Arrangements**

Pupils are also expected to wash their hands before meals.

## **THE MEDICAL ROOM**

There is one bed in the medical room, and a bathroom. The room is used by day pupils to lie down awaiting collection by their parents. The school Matron is based in the medical room and will oversee any pupil who is unwell. The parents are contacted and informed if their child is in the medical room, and the nature of their illness. If the absence from the classroom is likely to be prolonged we suggest that the child returns home.

Parents are contacted immediately if medical treatment beyond the basic first aid is required.

Boarding Pupils access the Medical Room for medical treatment during the day, and will be cared for out of school hours, by Boarding Staff who are all First Aid trained and have completed an Administration of Medication course. In the event of a Boarding pupil being unwell the house Parent will contact parents to advise collection from school if deemed appropriate.

## **ADMINISTRATION OF MEDICATION**

The School wishes to ensure all pupils requiring medication feel secure in the School's ability to support them, and to administer the medication efficiently and in accordance with relevant instructions.

Members of staff are not authorised to administer medication to pupils unless they have completed an e-learning course on Medication Administration.

### **Storage of Medication**

Only a small amount of medication is stored in a lockable Drugs cupboard in the Medical Room.

The Matrons and the House Parent are both qualified 'First Aiders' and trained in the administration of medication, they are in charge of the dispensary. Dispensary hours are flexible depending on the medical requirements and any illnesses or accidents during the day. In addition to prescribed medication, the Dispensary also holds over the counter (OTC) medicines such as paracetamol and antihistamines. Non-prescribed medication may be given to pupils under the guidance of the Matron on duty and in line with the child's Medical Information Form and legal consent.. Parents will be notified by telephone or email, of any medication that is administered.

No pupil is allowed in the Dispensary without an adult being present. An electronic record is kept on ISams of all visits by pupils and any medication given.

Staff should keep any personal medicines on their person or in a secure environment where there is no risk of a child obtaining or ingesting the medicine by accident or ill intent. Staff may seek support from the Matrons with regard to homely remedies. A small stock will be held in school and issued for self-medication.

### **Prescribed Medication**

In accordance with The Medicines Act 1968, and guidance from DoFE "Supporting pupils at school with medical conditions" December 2015, children requiring medication during the school day must

bring the medicine in its original packaging detailing the medicine, the child's name, dosage and frequency. A prescribed medication must clearly display the Pharmacy Prescription label. This must be handed into the Matron or School Office. Parents must complete a Prescribed Medication Form giving written consent for administration and precise instructions concerning the timing(s) and exact dosage of the prescribed medication. A separate Medication Form should be completed for each medication. Also a separate form should be completed for any changes of dosage or instructions for administration to existing medication. Matron will be responsible for its administration and will input the medication and dosage on ISams on each occasion they administer prescribed/non-prescribed medication. Moultsford School is unable to administer prescribed and non-prescription medication from home without the relevant Medication Consent, or if not in the correct packaging.

Pupils on prescribed medication, which needs to be taken three times a day should, if at all possible, take this at home i.e. in the morning before coming to school, on reaching home after school and before bedtime.

The replenishment of prescribed medication will be the responsibility of the parent/carer of the pupil who will hand it directly to Matron in the School Office. In the case of Controlled Medication this should be documented in the Controlled Drugs Register, and signed by both the parent and Matron/House Parent accepting the medication. In addition, when returning Controlled Medication to parents (if no longer prescribed or due to a change of dosage) the Controlled Drugs Register should be signed by the parent and Matron/House Parent to document return of medication to home.

### **Asthma, Epilepsy and Diabetes**

Sufferers may carry their inhalers/medication with them once the School has written permission from the parent/carer. If the student is under eight years of age, their medication should be kept with Matron, who will monitor the usage of said equipment/medication.

Pupils who are asthmatic, epileptic or diabetic will have this recorded on ISams.

The Medical Room has a supply of emergency spare inhalers (blue) for those children that need them and do not have their inhaler on them.

Parents/carers are required to replace medication when it expires.

Sporting activities may trigger an attack and, in such cases, pupils may need to use their medication before such activities take place. This will only happen if a child's GP has advised them to do so. Games staff will be aware, via the Medical and Dietary information sheet, of sufferers and should encourage pupils to keep their medication with them during exercise.

Science teachers should be aware that Science experiments may trigger symptoms or attacks in pupils.

Those leaving the school premises on a day or residential trip must ensure that they take all pupils necessary medication with them and that Matron is informed of any use whilst out of school so it can be recorded, and parents can be informed.

All staff organising trips out of school should fill in a risk assessment and ask Matron for the medical and dietary information belonging to the pupils on the trip. No student will be allowed to leave the school on a trip without his appropriate medication.

### **Allergies**

Upon completion of the Legal and Medical Information Form, details of any pupil allergies are recorded by the Matron. The records are updated by Matron who liaises with the Kitchen Staff and identifies which allergies correspond to an individual pupil. If a child suffers from a food allergy and an EpiPen or Jext Pen auto injector is required, generic AAI pens are located in the Dining Hall and Medical Room for emergency situations when a pupil's individual pen is not present.

Any medicines held on behalf of the pupil are kept in a named box, within a cabinet in the Medical Room under supervision of the Matron. Guidelines and procedures for administration are referred to above.

### **Dietary Arrangements**

Provision is made for vegetarians and for others requiring special dietary needs as indicated by the parents.

### **LOCATION OF FIRST AID KITS**

First Aid kits are located in the Medical Room, School Kitchen, Science Laboratory (Lab 1), DT Room and Boarding House. All sports staff responsible for teams have their own First Aid kits to use at both home and away fixtures. There is also a medical cabinet by the main entrance to the Sports Hall and every mini bus is equipped with a First Aid kit.

### **LOCATION OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED)**

The AED is located on the outside wall to the left of the door leading to the Medical Room, by the entrance to the Dining Room. The code to access the AED is C159 and this is displayed on the label attached to the box.

There is an additional AED in the Medical Room in Pre-Prep which is accessible without the need for a code as it is not in a cabinet.

### **EMERGENCY PROCEDURES FOR SPORTING ACTIVITIES**

Please refer to the 'Emergency Procedures for Sporting Activities' policy.

## **CONCUSSION**

Any bump to the head is treated as potential concussion and parents will be notified that their child has bumped his head should there be any symptoms. A leaflet advising parents of the signs to look out for will also be sent home with their child if deemed necessary.

Moulsford Prep School follows the RFU Headcase guidance, Graduated Return to Activity and Sport (GRAS). All sports staff have completed a concussion awareness course online provided by the RFU, which is updated annually. Should a child display signs or symptoms of concussion, their parents will be contacted and medical help sought. Further information is also contained in the 'Emergency Procedures for Sporting Activities' policy.

## **CONTACT INFORMATION**

Up-to-date contact information for the parents is available through ISams and also from the Legal and Medical Information Forms held in the Medical Room.

Mobile telephone numbers for all staff are available in the school office for use during away games and school trips.

Staff are required to carry a mobile phone with them on school trips so they can be contacted by the school in the case of an emergency.

## **EARLY YEARS FOUNDATION STAGES**

There will be at least one adult with a Paediatric First Aid Certificate in school at all times when EYFS children are present and at least one on every outing involving these children.

## **PROCEDURES FOR PARENTS**

The procedures below should be followed by parents if their child is unwell. We request that if your child feels unwell prior to school that Calpol is not given as this may mask illness symptoms. However, if medication has been given please inform the Matrons so they are aware.

### **Cough and Cold**

A child with a minor cough or cold may attend school. If the cold is accompanied by a raised temperature, shivers or drowsiness, the child should stay off school, visit the GP and return to school 24 hours after they start to feel better. If a child has a more severe and long-lasting cough, their parents should consult their GP. They can give guidance on whether the child should stay off school.

### **Raised Temperature**

If a child has a raised temperature, they should not attend school. They can return 24 hours after they start to feel better and no longer have a temperature.

## **Rash**

Rashes can be the first sign of many infectious illnesses, such as chickenpox and measles. Children with these conditions should not attend school. If a child has a rash, parents should check with their GP or Practice Nurse before sending them to school.

## **Headache**

A child with a minor headache does not usually need to be kept off school. If the headache is more severe or is accompanied by other symptoms, such as raised temperature or drowsiness, then parents should keep the child off school and consult their GP.

## **Vomiting and Diarrhoea**

Children with these conditions should be kept off school. They can return 48 hours after the last episode of vomiting or diarrhoea. Most cases of vomiting or diarrhoea get better without treatment, but if symptoms persist, parents should consult their GP.

## **Sore Throat**

A sore throat alone does not have to keep a child from school. If it is accompanied by a raised temperature, the child should stay at home until 24 hours have elapsed.

## **QUALIFIED FIRST AIDERS**

The HR Manager holds a list of qualified First Aiders, qualified in both Emergency First Aid and Paediatric First Aid. All Pre-Prep staff are Paediatric First Aid trained.